

## CCSU Records Retention Notice

Official Departmental/University records may not be destroyed or disposed of without following the procedures prescribed by the Office of the Public Records Administrator (OPRA). With few exceptions, this process requires Central CT State University to obtain permission from OPRA PRIOR to the disposal of such records.

State statutes defines “public records” as “*any recorded data or information relating to the conduct of the public’s business ... whether such data or information be handwritten, typed, tape-recorded, printed, Photostatted, photographed, or recorded by any other method.*” *General Statutes of Connecticut §1-200 (5)*. E-mail messages sent or received in the conduct of the public’s business are public records and subject to disclosure and discovery.

E-mail is a form of correspondence which is classified under three different records series:

- ADMIN-014 Correspondence – Transitory

Consists of communication that does not relate to an employee’s job responsibilities or has a short term administrative value.

Examples:

- Staff announcements of a general nature (i.e. *There are cookies in the break room. Help yourself; The long-term health insurance representative will be available for questions on Tuesday.*)
- Email sent as informational purposes, for which there is no action required on the part of the recipient;
- Transmittals/cover letters having no administrative value;
- Emails between potential meeting attendees to determine the meeting date, time and place prior to issuing the invitation to attend.

There is no record retention requirement for these e-mails and they may be destroyed at will.

- ADMIN-015 Correspondence – Routine\*

Consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

Examples:

- General requests for information;
- Freedom of Information Act (FOIA) requests where no complaint filed with the Freedom of Information Commission;
- Acknowledgement of purchase orders;
- Transmittals/cover letters which document fulfillment of a requirement; (i.e. Cover letter for a report with a specific deadline).

These may be destroyed 2 years from the month end of the date of correspondence after the receipt of an approved RC-108 Form from the State Library.

**Please note:** The University completes the RC-108 form for ADMIN-015 Correspondence - Routine on an annual basis. The University, **excluding** Human Resources, Diversity & Equity, Police Department, University Counsel and any matter subject to a Litigation Hold, has received permission to dispose/shred routine email correspondence (paper and electronic) **through June 30, 2017**, keeping within the retention requirements of maintaining two years from the month end of the date of correspondence.

- Correspondence – Related to Specific Agency Functions or Programs\*

Consists of all other correspondence related to series listed elsewhere on the other general records retention schedules or on an agency specific schedule, if the agency has one. Record series may or may not include “and related correspondence” in the description.

Examples:

- Bills including bills for service and utility bills (FISCAL-018) should be kept for 3 years from the fiscal year end;
- Recruiting Records (EDU-002) should be kept for 5 years, or end of eligibility, whichever is longer;
- Student Financial Aid (EDU-046) should be kept for 3 years from the academic year end;
- If you have a project that is funded with Bond Funds, please contact Rick Piotrowski at 860.832.2537 for guidance.

These may be destroyed after the related records series has met its retention requirements and after the receipt of an RC-108 Form, Records Disposition Authorization and/or an RC-108.1 Form, Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images that has been approved by the Office of the Public Records Administrator and State Archives.

**Please note:** Please use the record series number for the related records series (i.e. FISCAL-016) as correspondence. Other documents in the records series should be disposed of at the same time.

\*For a project or activity, the University can establish a person who will keep all required records that need to be retained.

If you are upgrading or changing systems, please ensure that you are in compliance with the state's records retention policies by visiting CCSU's Records Retention website.

CCSU's Records Retention website link: <http://www.ccsu.edu/fiscalaffairs/records.html>

If you have any questions regarding this, please do not hesitate to contact Rick Piotrowski at 860.832.2537.